

Two Dimensions Preparatory Academy Charter School

2018 – 2019 Employee Handbook

MIGHTY EAGLES



“WE SOAR ABOVE THE REST”

“DO THE UNORDINARY TO EXPERIENCE THE EXTRAORDINARY”

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Disclaimer

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are included have been summarized. All district policies and procedures can be obtained from the Administrative Office located at the Veterans Campus or confer with the Principal at your campus.

Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent's Office.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their Principal, or call the appropriate district office. Policy manuals are accessible and available in the Administration Office for employees to review during normal working hours.

Equal Employee Opportunity Statement

Two Dimensions Preparatory Academy Charter School uses the following criteria in its decisions regarding the hiring, dismissal, reassignment, promotion or demotion of district personnel:

- Academic or technical preparation
- Certification Texas (or the eligibility for or progress toward certification)
- Experience
- Recommendations
- Evaluations and interview

Two Dimensions does not discriminate in its employment on the basis of race, color, disability, religion, sex, national origin or age. Employees may be classified as Certified or non-certified. Certified personnel include teachers and most administrators. Non-Certified include paraprofessionals, service workers, and other professionals.

For question about employment, contact Mrs. L. Conerly for Human Resources at 281-227-4702.

Introduction

Welcome to Two Dimensions Preparatory Academy (TDPACS)

Welcome to TDPACS and to what we hope will be a long, productive, and satisfying career at one of Texas' finest public charter schools. TDPACS strives to create an exciting, challenging, and rewarding work environment. We want you to build a successful relationship with TDPACS and be a happy and productive member of our school community.

This employee manual was prepared to help you become familiar with TDPACS and its personnel standards and procedures. Please read it carefully and if you have questions or concerns, speak with your supervisor. If you need further information or assistance, please contact TDPACS Human Resources Department.

On behalf of our TDPACS extended family, thank you for joining us. We look forward to working with you.

Sincerely,

Daisy Simpson
Superintendent

About this Personnel Handbook

The purpose of this personnel handbook is to provide employees with a source of information about TDPACS procedures and policies. The policies and procedures in this handbook are to serve as guidelines. Although TDPACS has tried to be comprehensive, the handbook does not, and cannot, include procedures and policies which address every situation that may arise.

Two Dimensions Preparatory Academy has, and reserves, the right to adopt new procedures and policies, or modify, alter, change or cancel existing policies and procedures at any time. Violation of any provision within this handbook may lead to disciplinary action up to and including discharge from employment.

Questions regarding this handbook or any of the policies/procedures should be directed to your supervisor or to the Human Resources Department.

About Two Dimensions Preparatory Academy

In 1995, the Texas Education Code was revised to create a new type of public school, known as a charter school. Charter schools are subject to fewer state laws than other public schools with the idea of ensuring fiscal and academic accountability without undue regulation of instructional methods or pedagogical innovation. Like school districts, charter schools are monitored and accredited under the statewide testing and accountability system.

Charter schools were created because law makers felt that schools that had less laws and restrictions imposed on them may have an advantage over traditional public schools. A charter school's purpose is to improve student learning, increase the choice of learning opportunities within the public school system, create professional opportunities that will attract new teachers to the public school system, establish a new form of accountability for public schools, and encourage different and innovative learning methods.

Two Dimensions Preparatory Academy, established in 1998, is a multi-campus, open enrollment public charter school that serves students aged Preschool through 5th grade in the North East and North West Houston area as well as serve Preschool - Kinder students in the city of Corsicana, Texas.

Two Dimensions Preparatory Academy exists to inspire and develop the highest potential in every one of our students. TDPACS employees behave by building **relationships** with those around us through caring for the whole person and supporting each other, setting **high expectations** for ourselves and those around us, and showing **passion** by being fanatical about our craft.

Two Dimensions Preparatory Academy will succeed by providing diverse academic and life experiences for students, being involved in community groups and activities, and providing resources to ensure staff effectiveness.

About the Two Dimensions Preparatory Academy Board of Trustees

Founder

Pastor Charles C. Simpson

Board of Directors

Susie Davis..... President

Barbara Hilliard.....Board Member

LaDeirdre Conerly.....Board Member

Daisy Simpson.....Board Member

Two Dimensions is Third Generation of the Charter School Association with the Texas Education Agency. Mrs. Simpson and Mrs. Conerly are also employees of the Charter. There are specific laws and policies that govern these employees, so they are grandfathered in as part of our team.

Administration

Daisy Simpson Superintendent

LaDeirdre Conerly..... Chief Financial Officer

Campus Administrators

DeAteria Akan, Principal – Veterans Campus

Marcia Abernathy, Principal Assistant – Corsicana Campus

Shirley Harris, Principal – Vickery Campus

Jamal Adams, Assistant Principal – Vickery Campus

Board Meetings

School board meetings are scheduled at 1:00 PM and are held the 4th Monday of the designated month in the conference room at 12121 Veterans Memorial Dr. #7, Houston, TX 77067. Specific agenda information of the board meeting will be available on the website at www.twodimensions.org.

The Mission of Public Education

“The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now, and in the future, in the social, economic, and educational opportunities of our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of this state and for the preservation of the liberties and rights of citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.”

Vision Statement

The Academy will be a caring community, recognized for its excellent teaching, love of learning, and high academic standards. Students will respect and honor themselves and others in preparation for leading an exemplary life and making a notable contribution to society.

Mission Statement

The mission of the Academy is to partner with parents and the community to provide a dynamic and challenging educational program that will help our students achieve excellence, develop knowledge, and develop a lifelong passion for learning so that they will become productive and responsible citizens.

Acknowledgement of Receipt of Personnel Handbook

The information contained in this personnel handbook is important and I should consult with my campus administrator if I have a question that is not answered in this handbook.

I acknowledge that the Two Dimensions Preparatory Academy personnel handbook does not create an employment contract or otherwise modify my at-will employment status. I understand that no one has the authority to alter an employee's at-will status, or guarantee an employee's employment for a specific period of time, unless, it is approved by the board of directors, is in writing, and is signed by both myself and the chair of the board of directors.

I understand that Two Dimensions Preparatory Academy may amend or withdraw any or all portions of this handbook at any time. I understand that it is my responsibility to comply with the provisions in this handbook, including any revisions, and that failure to comply may lead to disciplinary action. I further acknowledge that any revised information may supersede, modify, or eliminate existing provisions within this handbook. By remaining employed by Two Dimensions Preparatory Academy, following any modifications to this handbook I thereby accept and agree to such changes.

I acknowledge that I have read this handbook and agree to read any amendments of the handbook. I understand that I am required to sign and date this Acknowledgement of Receipt and return it to my campus administrator. I understand that a copy of this form will be retained in my personnel file.

Signature of Employee

Date

Printed Employee Name

Starting Your Job

Accuracy of Information

Two Dimensions Preparatory Academy relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Employees are expected to provide truthful and accurate information in connection with their employment at Two Dimensions Preparatory Academy.

Any falsification or misrepresentation in connection with application materials, or during the course of employment, is a serious offense and may lead to discharge from employment or non-selection of an applicant.

Certification and Licenses

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources.

Employment may be terminated if an individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. Employment may also be terminated if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

Employment Application & Other Forms

New employees are asked to complete the following forms:

- a. Employment Application
- b. W-4 Employee's Withholding Allowance Certificate
- c. I-9 Employment Eligibility Form
- d. Wage Deduction Authorization Agreement
- e. Acknowledgement of Receipt of Personnel Handbook
- f. Authorization for Direct Deposit
- g. Applicable Healthcare/Benefit Forms
- h. Employee Agreement
- i. Pre-Employment Affidavit for Applicant
- j. Post-Employment Affidavit for Applicant
- k. State Issued Licensed ID and Social Security Card

Current employees may be required to update or execute any of the above forms. Any employee who fails or refuses to complete the above forms or to provide Two Dimensions Preparatory Academy with requested documentation may be subject to discipline, up to and including discharge from employment.

Criminal History Background Checks

A person may not be employed or serve as a teacher, substitute teacher, librarian, educational aide, administrator, or counselor unless the person has been approved by the Texas Education Agency following a review of the person's National Criminal History Record Information. Each individual serving or expected to serve in the aforementioned roles will be expected to comply and submit the necessary information for the background check. Additionally, other employees and contractors subject to criminal background checks will be required to comply and submit the necessary information for the background check.

New Employee Orientation

During the first few weeks of employment, an employee must attend an orientation that will include the following subject areas:

- a. A review of this personnel manual;
- b. A tour of the campus;
- c. Receipt of credentials necessary for facility, access, keys, and other materials as appropriate;
- d. Prevention techniques for, and recognition of, sexual abuse and other maltreatment of children;
- e. System logins and technology equipment.

What is the HIPAA?

HIPAA, (Health Insurance Portability and Accountability Act of 1996) also known as Public Law 104-191, has two main purposes: to provide continuous health insurance coverage for workers who lose or change their job, and to reduce the administrative burdens and cost of healthcare by standardizing the electronic transmission of administrative and financial transactions. Other goals include combating abuse, fraud and waste in health insurance and healthcare delivery and improving access to long-term care services and health insurance.

The act, which was signed into law on Aug. 21, 1996, contains five sections, or titles.

Title I: HIPAA Health Insurance Reform

Title II: HIPAA Administrative Simplification

Title III: HIPAA Tax-Related Health Provisions

Title IV: Application and Enforcement of Group Health Plan Requirements

Title V: Revenue Offsets

OSHA Law & Regulations

Under the OSH Act, employers are responsible for providing a safe and healthful workplace. OSHA's mission is to assure safe and healthful workplaces by setting and enforcing standards, and by providing training, outreach, education and assistance. Employers must comply with all applicable OSHA standards.

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Employers must also comply with the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards. For additional information visit <https://www.osha.gov/law-regs.html>. Here you will find all industry standards, links and contact information in reference to OSHA Law & Regulations.

Reporting to Work

Official Two Dimensions Preparatory Academy Office Hours

Standard hours of operation in the administrative office areas are from 7:00 a.m. until 4:00 p.m. on Monday through Friday. Students are in session from 7:30 a.m. until 3:30 p.m.

Regular Work Schedules

TDPACS has a standard workweek of 40 hours per week, excluding time off for lunch or other personal breaks. Scheduled hours for employees may vary from department to department.

All full-time, non-exempt employees generally work a Monday through Friday schedule of 40-hours divided into one 8-hour workday, unless a different schedule is approved in writing by the employee's supervisor.

Exempt employees are expected to work the hours necessary to complete their assigned work to the satisfaction of their supervisor without regard to scheduled hours and without expectation of additional compensation.

All employees are expected to be at work during Two Dimensions Preparatory Academy's official office hours unless otherwise required or approved by the employee's supervisor.

Attendance

TDPACS employees are expected to be reliable and punctual in reporting for work each scheduled day. If an employee will be late to work or is unable to work as scheduled, the employee should notify their supervisor in advance as soon as possible.

TDPACS recognizes there will be occasions when an illness or other personal event may result in an unscheduled absence. As such, TDPACS has a leave policy.

Leave Types

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for leave of absence from regular full-time employees, the Principal will determine whether a leave of absence will be granted. (Also see Medical/Family Leave policy.)

The employee is expected to request a leave of absence with as much advance notice as possible.

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Leaves of absences needs to be approved even if you are returning from a leave.

Leaves of absence will not be granted for periods less than two weeks in duration. Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

Sick Leave

Sick leave is part of the five days of leave earned each year. It can only be used in full day increments. Sick leave may be used for the following reasons:

- Employee and immediate family sickness
- Employee and immediate family doctor appointments

Enter the absence in the system and select leave type "Sick." This leave will be charged to an employee's paid time off.

Jury Duty

In the event of a jury duty summons, an employee will be paid at their regular rate of pay and will not be charged for leave. For a jury duty summons. Upon your return to duty please show the Principal the Jury Duty Form given by the Court

Bereavement

For an immediate family member, employees will receive up to three days of paid leave. This absence does not count against paid time off days.

Immediate family member is defined as: spouse, son, daughter, son-or daughter-in-law, stepchild, legal ward or child for whom the employee stands in loco parentis, parent, step-parent, parent-in-law, or other individual who stands in local parentis to the employee, sibling, stepsibling, sibling-in-law, grandparent, grandchild, or any person who may be residing in the employee's household at that time.

An employee may be permitted to use a bereavement day to attend a funeral for the immediate family member of a TDPACS student. This leave must be preapproved by the superintendent or principal.

As you return back to work "Bereavement" does not count against an employee's paid time off.

Maternity

Two Dimensions allows four weeks off with pay for Maternity leave. Maternity leave is for those employees that will be out for an extended time due to the birth of a child. Employees can receive up to six weeks leave, however, the additional two weeks are non-paid maternity leave.

Enter the absence into _____ and select reason code "Maternity." This time may count against an employee's paid time off.

Staff Development

Employees requiring leave to attend training must have been approved in advance. Enter the absence into system and select reason code “Professional Development.” This time does not count against an employee’s paid time off.

Administrative

The superintendent can order any employee to be placed on administrative leave, usually with pay, if it is determined that it is in the district’s best interest to do so. The administrator will select leave type as “Other” in AESOP.

Military

To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, a leave of absence must be granted to all employees, except temporary, who enter military service for active duty as a result of the following:

- Initial enlistment in the armed services of the United States;
- Initial training period in the National Guard;
- Being ordered to active military service as a member of the Reserves or National Guard for an indefinite period or for a periodic training period up to ten working days; and

Personal

Except for those situations covered under the Medical/Family Leave policy, personal leaves may be granted to employees having special nonmedical personal needs for an extended period of absence. Each case will be evaluated on its own merits, and the following will be taken into consideration:

- The reason for the request;
- The amount of time required; and
- The employee’s length of service and past record.

Normally personal leaves are granted for periods of up to 90 days.

Return to Work

See Medical/Family Leave policy paragraph 3.5 and paragraph 6 for details on reporting during leave and return from leave.

Exceptions to this policy are for those employees who are granted military leave of absence. They are entitled to full re-employment rights subject to the governing federal and state laws. Employees who do not return to work after any leave of absence will be terminated effective on the last day of work or paid leave, whichever is later.

Benefits during Approved Leave of Absence

Holidays — Holiday Pay is not applicable for nonexempt employees

Vacation — Limited to 5 (five) Personal Days Sick or Personal — No sick or personal hours are accumulated during the leave period.

Poor attendance and/or repeated tardiness is disruptive to the operations of TDPACS and may lead to disciplinary action, up to and including discharge from employment.

Time Away from Work

Punctual and consistent attendance at work is a fundamental requirement of your employment at TDPACS. It is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours, and to report to work on time. Moreover, an employee must notify their administrator as far in advance as possible, but not later than one hour before their scheduled starting time if they expect to be late or absent. They must also enter the absence into the system as soon as possible, so the system can begin a search for a substitute. This process must be completed every time an employee is absent or late unless they have provided the Human Resources Department with more specific long-term information from their treating health care provider. An employee who fails to contact their administrator and enter the absence into the system may be considered as having voluntarily resigned. A careful record of absenteeism and tardiness is kept by the Human Resources Department and becomes part of an employee's personnel record. To the extent permitted by law, absenteeism and tardiness lessens an employee's chance for advancement and may result in dismissal.

Holidays & School Breaks

TDPACS will be closed during the following recognized holidays:

- Labor Day: September 3, 2018
- Martin Luther King, Jr. Day: January 21, 2019
- Memorial Day: May 27, 2019

Additionally, during the following dates, TDPACS will be closed for school break:

- Thanksgiving Break: November 21, 2018– November 25, 2019
- Winter Break: December 20, 2018 – January 7, 2019
- Spring Break: March 11, 2019– March 15, 2019

Attendance and Absences

All full-time employees receive FIVE days of leave each year, this is to cover personal and sick-days. Part-time employees or those who work less than a full year receive a pro-rated number of days.

If an employee reaches a balance of less than two days during the school year, the employee will receive a Notice of Personal Leave Balance letter. If an employee is absent in excess of their accumulated personal leave balance, the employee will receive a Letter of Attendance Standard Expectations. Continued violation of attendance standards and excessive absenteeism could result in termination of employment. "Excessive" absences are any that are not in compliance with school policies and procedures for taking available leave. Three unexcused days of absence in a row leads to voluntary termination. In the event of an extended absence, employees must submit an Extended Leave Request Form to the Human Resources Department for approval.

TDPACS Academy does not have a category of leave called “leave without pay.” If an employee is absent in excess of the number of days of leave available under district policy, they are simply absent and will not be paid for those days. Employees who are paid on a salary basis will have appropriate deductions made from their regular salary payment for days of absence in excess of accumulated leave. If you do not comply with school policies and procedures for absence notification or for leave requests, you will not be paid for those days of absence even if you have leave available.

Employees may not use personal leave on the first day or last day of school, or during state or local testing periods. An employee will be docked the daily rate of pay for leave taken on these days. Any and all exceptions to this rule must be submitted in writing and approved by the Superintendent.

Personal leave may not last more than three consecutive workdays. Any days above three will be docked at the employee’s daily rate of pay except in extenuating circumstances as determined by the Superintendent.

Medical Certification

If the reason for the leave request involves a serious health condition (either yours or your family member’s), you must also obtain and submit a completed and signed Certification of Health Care Provider (“Certification Form”) within 5 days of submitting the Request Form. 3.3.1 Second Opinion. Should Two Dimensions disagree with the opinion given by your health care provider; Two Dimensions reserves its right to require opinions from second or third health care providers at the company’s expense.

Medical Examinations

School administration has the right to, and will ask for a medical or psychological examination, if we believe an employee’s condition is interfering with the performance of their regular duties. Failure to cooperate will be treated as a failure to follow district policy and comply with directives.

On-the-Job Injuries

In the event of employee injury, even a slight injury, while performing job duties for TDPACS, an incident report must be completed with the Principal. The incident report should immediately be delivered to the Human Resources Department to allow the school to stay in compliance with workers’ compensation laws. TDPACS provides workers’ compensation coverage for all employees to receive temporary income benefits under the workers’ compensation laws.

Disability

Full-time employees are eligible for disability leave due to non-occupational illness, injuries, or pregnancy. Employees requesting leave must provide written notice of the disability and an expected date of return to work to the Human Resources Department.

Family Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid, job protected leave in a 12-month period for specified family and medical reasons. Employees are eligible if they have worked for at least 1,250 hours in the past 12 months for the school. Employees may take this leave for the following reasons: birth of a child, placement or care of a foster child, care for child, spouse, or parent with a serious medical condition, or for your own serious health condition that prohibits you to perform your duties at TDPACS. Leave is unpaid, but an employee may use remaining paid leave days that are available at the time of request. Employees may request intermittent leave or reduced schedule to care for a family member or their own serious health condition. Please provide thirty days advanced notice, or as much notice as possible. Medical certification is required before employee leave begins; periodic reports and statements of intent to return to work may be requested by school administration as well as a medical certification to return to work after the leave has been completed. Benefits will remain the same up to twelve weeks, after which, employees may purchase continuing coverage through the COBRA rules.

Reporting During Leave. You will be required to furnish Two Dimensions reports on your status, intent to return and recertification of the serious health condition every 30 days.

Benefits during Leave

- **Health Insurance.** Two Dimensions will maintain any health insurance coverage that you have at the time of your Medical/Family Leave for the duration of the leave. You will be required to pay your normal health insurance premium during Medical/Family Leave.
- **Accrual of Other Benefits.** You will not accrue sick leave or annual leave while on Medical or Family leave. In addition, all other benefits provided by Two Dimensions may cease during the leave. You will be reinstated to your current position or to an equivalent position without any need for requalification upon your return.

Return from Leave

- **Failure to Return.** When Medical/Family Leave expires, your failure to return to work will be grounds for immediate termination unless a written extension is obtained from your supervisor.
- **Fitness for Duty Certificate.** Where your leave was taken because of your own illness or injury, you must provide a fitness-for-duty certification from a health care provider before your return. A failure to do so may cause a delay or denial in your reinstatement.
- **Reinstatement.** Upon your return, you will be entitled to reinstatement to your current position or to an equivalent position with the same pay and benefits, subject to the Company's business needs.

Exception. If you are a salaried exempt employee paid in the top 10 percent of Two Dimensions employees within 75 miles of your facility you may forfeit your right to reinstatement under certain conditions. You will be informed of this possibility when notice is given or as soon thereafter as practical under the circumstances. **False Claims.** An employee who fraudulently obtains Medical/Family Leave from Two Dimensions is not protected by this policy's restoration or maintenance of health benefits provisions and will be subject to appropriate disciplinary action including discharge.

Voting

Two Dimensions encourages all employees to vote. Employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday. If this cannot be arranged, your Principal will approve time off to vote either at the beginning or end of your workday, provided you give at least one day's notice to your supervisor/manager.

Travel Reimbursement

This policy establishes the general guidelines and procedures to be followed when business travel is required:

1. Travel-related expenses are to be detailed on the company travel reimbursement form;
2. Employees, who prefer to use their personal vehicles for their convenience on company business, will be reimbursed at the standard mileage rate provided by IRS, assuming that the time and distance involved is reasonable under the circumstances;
3. Employees will be provided lodging convenient to their destination to minimize time and expense. A detailed receipt from the hotel or motel must accompany the travel form;
4. Employees must submit receipts for meals to be reimbursed. Tips and sales tax will NOT be reimbursed.
5. Travel reimbursement requests are due in the accounting department prior to the last working day of the month in which expenses are incurred.

Conferences and Meetings

Employees may request time off or company financial support or both to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's Principal and the CFO must approve the employee's participation in the conference or meeting. The company will pay for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration. Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

Required Management Approval

All employee travel, mileage, purchase requisitions and other business-related expense reports must have a Principal and or Chief Financial Officer approval. Employees are required to request approval in advance of expenditures. All expense reports are due in the Accounting department prior to the final working day of each month. Prior to being honored by the Accounting department, these reports must have the employee's signature and date and must be approved by the employee's Principal and/or Chief Financial Officer.

Benefits

Health Insurance

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is

determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10-hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each fall. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet.

Supplemental insurance includes, AFLAC, Life Policy, Vision and Dental but are not limited to afore mentioned.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitute's not receiving TRS service retirement benefits who work at least 90-days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Human Resources as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service.

Wages & Expenses

Paychecks

TDPACS Academy pays its employees on a semimonthly basis on the 5th and 20th of each month unless adjusted for weekends or holidays. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Statements can be retrieved from the school's Employee email. Contact Payroll if you have questions about your payroll statement.

Direct Deposit

Direct deposit is TDPACS preferred method of payment for all employees paid by TDPACS. Direct deposit enables TDPACS to facilitate the distribution of pay to employees in a safe, secure, and timely manner. To enroll in direct deposit an employee may complete the direct deposit enrollment form and submit the form to Human Resources. A notification period of 30 days is necessary to activate this service.

Mistake in Payroll or Expense Reimbursement

Employees are required to immediately notify their supervisor in the event of a suspected mistake in their payroll or expense reimbursement. Failure to report an overpayment in payroll or in an expense reimbursement may result in disciplinary action.

Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt. Employees should contact Human Resources for more information about the school's pay schedules.

Non-Discrimination & Anti-Harassment

Non-Discrimination

TDPACS is committed to honor the laws that prohibit discrimination based upon an applicant or employee's race, sex, religion, national origin, disability, age, genetic information, veteran status, or other protected class recognized by applicable law. Employees are prohibited from discriminating against other employees, against applicants, or against students based upon the aforementioned protected classes.

Reasonable Accommodation

In the event an employee needs to request a reasonable accommodation or a variance in TDPACS's stated policies and/or procedures due to the employee's disability, as defined by the Americans with Disabilities Act, or the employee's sincerely held religious belief, the employee should notify his or her supervisor and/or Human Resources.

Anti-Harassment

Two Dimensions is committed to creating and maintaining a work environment free of all forms of unlawful harassment. Employees are prohibited from engaging in all forms of unlawful harassment,

including harassment based on race, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation, and any other protected class status.

Harassment based on any of the aforementioned protected classes may include, but is not limited to, many different types of actions: verbal (e.g. derogatory comment), physical (e.g. assault), or visual (e.g. internet materials). Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. Both victim and harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer.

Reporting Discrimination and/or Harassment

This section applies to both incidents of harassment and discrimination.

Employees should promptly report an incident of discrimination or harassment to their supervisor, campus dean, human resources, or superintendent. The employee should not assume that witnesses to the incident will know the conduct is unwelcomed; an employee should not rely on a witness to report the conduct for the employee. Informing the harasser that the conduct is unwelcomed is not a report of harassment since the harasser may not self-report the violation to management or Human Resources.

If the alleged harasser is the employee's supervisor, a manager, or even one of the individuals designated to receive harassment reports, the employee does not have to directly report the incident to that individual, but instead must notify Human Resources in order to ensure that the matter is promptly and appropriately addressed.

Any supervisor/manager who receives information indicating a concern about harassment or discrimination must report it to Human Resources, even if the information comes from someone other than the target of the harassment or discrimination, or even if the person expressing the concern indicates that they do not wish to have the harassment or discrimination reported.

Two Dimensions Preparatory Academy will promptly investigate any report and take appropriate remedial action. If the harassment or discrimination continues, the employee must immediately report the incident so that the matter can be reopened and addressed.

Retaliation for reporting what an employee believes to be harassing or discriminatory conduct or for participating in an investigation of alleged harassment or discrimination is prohibited. Any retaliation should be reported according to the same procedures as reporting discrimination or harassment.

Any employee engaging in any type of discrimination, harassment, and/or retaliation will be subject to disciplinary action, up to and including discharge. Any supervisor who has knowledge of such behavior, yet takes no action to report it is subject to disciplinary action, up to and including discharge.

Employment Standards

Expected Employee Conduct

All employees are expected to:

- Meet established expectations of job performance;
- Comply with attendance policies;
- Be responsible in the performance of job duties;
- Be efficient;
- Respect the personal and property rights of all individuals one comes in contact with during the course of TDPCAS business;
- Follow job instructions;
- Maintain a courteous and professional demeanor;

Employees who do not adhere to these standards are subject to disciplinary action, up to and including discharge.

Performance Evaluation

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Violence in the Workplace

Two Dimensions Preparatory Academy is committed to providing a safe workplace that is free from violence or threats of violence. Any and all acts of violence in the workplace are prohibited and subject to disciplinary action, up to and including discharge. Additionally, any and all threats of violence, direct or indirect, serious or said in jest, are prohibited. All threats will be taken seriously and are subject to disciplinary action, up to and including discharge.

Employees concerned about family violence being brought to the workplace or onto the work parking lot are encouraged to notify their supervisor or Human Resources.

Any employee who receives a protective or restraining order that lists Two Dimensions Preparatory Academy as a protected area is required to provide the Superintendent with a copy of the order and information requested by Two Dimensions Preparatory Academy to identify the individual subject to the order.

Smoking Drug-Free Workplace

Two Dimensions intends to help provide a safe and smoking and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of Two Dimensions

Two Dimensions explicitly prohibits:

- Smoking of tobacco or similar products including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes, inside any Two Dimensions facility.
- This policy applies to all Two Dimensions indoor work areas at all times, including before, during and after normal working hours.
- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Two Dimensions premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Two Dimensions premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Two Dimensions reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Two Dimensions reputation.

The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of Two Dimensions or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Two Dimensions will conduct drug and/or alcohol testing under any of the following circumstances:

RANDOM TESTING: Employees may be selected at random for drug and/or alcohol testing at any interval determined by Two Dimensions.

FOR-CAUSE TESTING: Two Dimensions may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Suspicious Behavior

Employees are encouraged to report any suspicious behavior observed at school or at any school related or school-sponsored activity. Strangers or former employees walking unaccompanied in areas not generally open to the public should be pointed out to a supervisor.

Former Employees

Former employees may not enter areas that are not open to the public after they are no longer employed by Two Dimensions Preparatory Academy.

Employee Dress Code

Employee dress should be neat and clean and appropriate for a professional appearance. Closed-toe shoes must be worn at all times, house shoes (e.g. slippers) and flip-flops are not allowed. Denim jeans are allowed on Fridays so long as the jeans are free from holes and frays. Jeans should only be worn with a Two Dimensions Academy shirt. If an employee is unsure of the appropriateness of a particular item of clothing, the employee should choose not to wear it.

An administrator may require an employee to cover tattoos and/or remove facial jewelry. Additionally, because it is difficult to establish a specific dress standard, a TDPAC administrator may require an employee to change their dress if in their best judgment the dress is inappropriate.

Exceptions to the dress code may be considered in order to make reasonable accommodations for an employee's disability, as defined by the Americans with Disabilities Act, or an employee's sincerely held religious belief.

Outside Employment

Employees of TDPACS are expected to work solely for TDPACS. Any outside employment, whether self-employment or working for another employer, should be immediately disclosed to and approved by the Superintendent. In some circumstances such outside employment may be permitted by TDPACS, however, TDPACS retains the right to review and evaluate each situation on an individual basis.

Employee Monitoring

Employees do not have an expectation of privacy in any work areas (e.g. offices, desks, file cabinets, etc.) or in any TDPACS property, either owned or leased. Work areas and TDPACS property are subject to

search at any time. Any of the following may be monitored if they occur during business hours and/or on school property: phone calls, voicemail, email (work and personal), and internet activity.

Audio & Video Recordings

TDPACS reserves the right to review and evaluate each situation on an individual bases.

Office Dating

Employees who are in administration/management/supervisory roles are prohibited from dating any employee over whom they have direct or indirect supervision. Also, individuals who work within the human resources department are prohibited from dating any TDPACS employee.

If two employees are involved in a dating relationship it will be presumed by TDPACS that the relationship is welcomed by both parties unless one or the other notifies TDPACS to the contrary. Public displays of affection and favoritism in the course of employment are prohibited.

Conduct that occurs during a disagreement or following a termination of the relationship must not violate TDPACS harassment policy.

Workplace Investigations

There are instances when TDPACS may wish to investigate personnel matters. Employees are required to cooperate in any investigation. Refusal to participate, or actions taken to compromise the effectiveness of any investigation, may result in termination. If the employee is instructed not to discuss the matter being investigated, failure to abide by this instruction may also result in termination. This restriction excludes the employee's privileged communications with his or her own private legal counsel.

Updated/Current Employee Information

Employees are required to regularly update:

- A change in home address or telephone number;
- A change in marital status or in the number of dependents;
- A change of insurance beneficiary;
- A change in the number of exemptions claimed for income tax purposes;
- The driving record or status of an employee's driver's license, if the employee operates any Two Dimensions Preparatory Academy vehicle or operates his or her own vehicle for work-related duties, not including driving to and from work.
- A legal change of name.
- The Public Information Act form indicating whether certain personal information may be released to the public.

Updates should be made by notifying Human Resources.

Allowable Use of Two Dimensions Academy Property

Employees may use Two Dimensions Preparatory Academy property only for a purpose that is consistent with applicable law and to implement a program that is described in TDPACS's charter.

Employees of Two Dimensions Preparatory Academy may use local telephone service, cellular phones, electronic mail, Internet connections, or other technology and network resources for incidental personal use under the following conditions:

- Such incidental personal use must not result in any direct cost paid with state funds. If this does happen, the employee who caused the direct cost to be incurred by TDPACS must reimburse Two Dimensions Preparatory Academy;
- Such incidental personal use must not impede the functions of Two Dimensions Preparatory Academy;
- Only incidental amounts of an employee's time for personal matters, comparable to reasonable coffee breaks during the day, are authorized under this section.

Computer & Internet Use

With the exception of the incidental personal use described in *"Allowable Use of Two Dimensions Academy Property,"* access and use of Two Dimensions Academy's computers, computer networks, electronic mail, and the Internet is only for educational and administrative purposes. The access of material that is obscene, child pornography, or harmful to minors is prohibited. Employees should review the Two Dimensions Academy Computer & Internet Acceptable Use Policy for more detailed information. Failure to comply with this section and Two Dimensions Academy's Computer & Internet Acceptable Use Policy may result in disciplinary action, up to and including termination.

Administration of Medication to Students

The administration of medication to students must be done in accordance with Two Dimensions Academy board policy. All employees, agents, and volunteers are prohibited from administering any medication to a student unless expressly authorized by Two Dimensions Academy.

Reporting Child Abuse/Child Neglect

An employee, volunteer, or agent that believes a child has been adversely affected by physical, sexual, or mental abuse or neglect must make a report within 48 hours of first suspecting such abuse or neglect. The report must be made to law enforcement or the Department of Family and Protective Services, Child Protective Services.

Grievance Procedures

Employees who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their co-workers and/or supervisors at the lowest level possible. If the employee

is not satisfied with the outcome of the informal resolution, then the employee may file a formal complaint according to the procedures below.

With the exception of a complaint against the Executive Director, each complaint must initially be brought at the lowest level of review, at the Campus Principal Review level. If the complaint is against the principal, then the complaint may be initially brought at the Superintendent level.

Campus Principal Review of Complaint

Where an employee has a complaint or concern regarding their terms or conditions of work, the individual shall first bring their complaint or concern in writing to the appropriate campus principal or to the employee's direct supervisor. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific and where possible suggest a resolution. The principal/supervisor must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The principal/supervisor must respond to the complainant and issue a final decision in writing within 10 days of the principal/supervisor's receipt of the complaint.

Superintendent Review of Complaint

If the complainant is not satisfied with the final decision of the campus principal/supervisor, then the individual may file a written appeal to the Superintendent. This written appeal shall be filed with the Superintendent's office within 10 days of the individual's receipt of the final decision from the campus principal/supervisor. The complaint shall include a copy of the prior written complaint along with a copy of the final decision of the campus principal/supervisor. A copy of the appeal shall also be delivered to the campus principal/supervisor.

The appeal must be specific and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint.

The Board of Director, or the Superintendent's designee, shall respond to the complaint and issue a final decision in writing within 15 days of receipt of the written appeal.

Board of Directors Review of Complaint

If the complainant is not satisfied with the Superintendent's final decision, then the individual may appeal their complaint in writing to the Board of Directors within 10 days of receiving the Superintendent's final decision. The complaint shall be directed to the President of the Board, and shall include a copy of the written complaint to the Executive Director along with a copy of the Superintendent's final decision. A copy of this appeal shall also be delivered to the Superintendent.

The President of the Board, at the next regular meeting of the Board, shall provide a copy of the complaint record to all board members. The Board's decision shall be decided on a review of the record developed

at the Superintendent's level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

Discipline

In an effort to correct employee misconduct at the earliest stage possible, Two Dimensions Academy administration may implement a stair-step disciplinary procedure. Such procedure may begin first with a verbal warning. The next offense would proceed to a written warning; the next step is suspension; followed by termination of employment.

Though Two Dimensions Academy may utilize such stair-step disciplinary procedures, Two Dimensions Academy reserves the right to skip any or all steps and immediately discharge the employee.

The stair-step disciplinary procedure does not forfeit the at-will status of its employees and Two Dimensions Academy preserves the at-will nature of the employment relationship. Accordingly, discharge may be initiated by Two Dimensions Academy at any time, with or without cause, and with or without notice.

Separation from Employment

Resignation

An employee is expected, but not required, to give as much advance notice as possible regarding their resignation from Two Dimensions Academy. Typically, two weeks (10 business days) is considered sufficient notice time. Two Dimensions Academy requests that employees submit their resignation in writing to their supervisor; the writing should include the employee's anticipated last work day.

Two Dimensions Academy reserves the right to require the employee to resign immediately rather than work during the notice period.

Discharge

In an effort to reduce the risk of employee violence or vandalism, upon an employee's discharge from employment, Two Dimensions Academy administration may request that an employee leave the facility immediately upon separation from employment. If accompanied by a Two Dimensions Academy administrator, the employee will be permitted to gather his/her personal belongings before being escorted to the exit.

The exiting employee is prohibited from taking any Two Dimensions Academy property or information with him/her; the employee is not to retain in hard copy or soft copy any Two Dimensions Academy information. Two Dimensions Academy reserves the right to examine any boxes, briefcases, or other receptacle of an existing employee to ensure these rules are being followed.

An existing employee who has been discharged is not to return to the premises of Two Dimensions Academy without prior written approval from Human Resources or the dean of the school campus.